

Minutes of the Garrett Park Archives Advisory Committee  
June 18, 2013  
Archives Room, 10:00 AM

In attendance: Committee members: Charles Snyder, Marian Green, Nancy Schwartz  
Also attending was Archivist Abigail Kabaker and newly appointed Town Council Liaison Kacky Chantry

Budget: The budget which the Town Council passed for 2014 is \$3000 less than the budget for this year. This means that at her current rate of pay (\$15/hr) and hours of work (53 hrs. every 2 weeks), we will be able to have Abigail only half as many hours as we have this year. See the report from Kathryn Mitchell attached. We discussed ways that we might be able to increase the money available for the archivist position. One possibility would be to use money allotted to Oral History transcription. We should prioritize tapes to be transcribed and place a lower priority on those that are less informative. We should also investigate the possibility of grant money for transcribing. We should visit again any new technologies for transcribing. Kacky has used a transcription program for committee meeting transcripts and thought it worked well.

Status: Charlie reviewed the work to be done based on January 2013 Status Report.

1. Abigail is working on getting more material into Past Perfect. The collection is well organized and each box has an accession number.
2. Tape descriptions for Oral Histories are ongoing
3. Transferring Town Council Minutes into Past Perfects is about half done.
4. Clipping digitization is ongoing
5. Telephone directories have been nearly all scanned.
6. The Bugle project has not been started and needs more thought on the best way to proceed.
7. Our existing tutorials are sufficient to train in Past Perfect and users manuals will suffice for other equipment.
8. Volunteers: We have edited our volunteer request on the County volunteer web page and we have gotten several new responses. Three new volunteers have been chosen. One who is a professional with many years of experience is already working. She is volunteering between jobs. The others are a recent high school grad who will work through the summer, and a rising senior.
9. We have had revolving displays in the case in the Post Office.
11. Thanks to Randy Auerbach, we have networked the main computer and the two laptops so that data can be entered into Past Perfect on all three computers. We will be able to make much better use of our volunteers as a result.
12. Abigail is spending a good part of her time dealing with problems of physical preservation of documents.
13. Past Perfect entries made using our old numbering system have been almost completely renumbered and entered in the system in the same way as all other documents.

Abigail then explained what she felt we needed in the way of a Collection Management Policy and Procedures. She provided several examples from other collections. She feels strongly that we need a statement that defines what kind of material we will accept for the Archives. She also feels that we need forms that will capture all the needed provenance information when a donation is made. There was a great deal of discussion on how many forms we need. It was agreed that our acquisition policy and procedures should encourage people to give—not make it difficult for them. Abigail will work out a policy statement for the Committee to consider.

Marian announced that we had logged 429 volunteer hours since January 1. Eight people have come in to use the Archives so far in June. Kacky suggested that we should keep track of these statistics in a spread

sheet to use when applying for grants.

Charlie reminded us that a representative from the State Archives, Christian Skipper, will be visiting tomorrow.

Nancy Schwartz